

FUNDRAISING CODE OF CONDUCT

EUROPEAN COUNCIL ON FOREIGN RELATIONS

The European Council on Foreign Relations (ECFR) relies on the generosity and engagement of its donors to carry out its work. It therefore seeks to work with its donors in an open and transparent way, to demonstrate that supporting ECFR and its work is an important way in which donors can pursue their interest in creating a platform for research, debate and advocacy on European foreign policy which represents opinions and perspectives from a wide range of European states. Through our fundraising activity we aim to inspire and engage so that we can build long term relationships that will help us to promote informed debate on the development of coherent, effective and values-based European foreign policy.

ECFR has seven offices across Europe: London, Madrid, Berlin, Paris, Rome, Sofia and Warsaw. Our offices in Sofia and Warsaw are generously hosted by local foundations with whom we share our aims and values. This policy applies to activities conducted by any of our staff, trustees or Board members and suppliers operating from or in any of our offices.

In this policy, fundraising refers to the solicitation of individuals, companies, trusts and foundations and government institutions in their support of ECFR's work.

In the UK, ECFR is subject to oversight by the Fundraising Regular, an independent body established by the government to set and maintain standards for fundraising. Parts of our Code of Conduct below are only applicable in the UK and are clearly indicated as such.

As part of our commitment to the highest standards of fundraising practice, we adhere to the following rules.

1. Identification

- 1.1. ECFR requires all fundraisers or third parties fundraising on its behalf to clearly display on demand to potential donors:
 - a) an authorised pledge form;
 - b) a name tag or similar which identifies the fundraiser by name, their contact details and the organisation's identity;
 - c) any mandatory identification requirements for a fundraising activity required by State or Territory legislation.
- 1.2. In case of solicitation, ECFR will ensure that potential donors will be able to consult a document that includes:

- a) full name of the organisation;
- b) corporate registration and charity number or similar identifying numbers related to national registrations;
- c) full business address; and
- d) logo.

2. Information Disclosures

2.1 Upon request, ECFR fundraisers or third parties fundraising on its behalf will inform potential donors of the following information:

- a) the objects and mission of ECFR;
- b) the intended use of a donation;
- c) ECFR's capacity to use a donation for its intended use;
- d) whether the fundraiser is engaged either as a volunteer, employee or supplier of ECFR;
- e) the means to access ECFR's most recent financial statements or current annual report;
- f) in the UK, the existence of the UK's Fundraising Regulator's Code of Fundraising Practice;
- g) the existence of ECFR's Complaints Policy and in the UK, the UK's Fundraising Regulator's complaints procedure.

2.2 A fundraiser may inform potential donors verbally or by the use of printed material supplied by ECFR.

3. Professional Conduct

3.1 ECFR requires all fundraisers or third parties fundraising on its behalf not to:

- a) obstruct or restrict a person from going about their lawful business;
- b) impede activities of commercial organisations in public places;
- c) inconvenience members of the public in public places or in the vicinity of commercial organisations;
- d) approach a person under the age of 18 with the intention of seeking a donation;
- e) seek a donation from a person who is frail and elderly, intellectually disabled or who is in any way vulnerable;
- f) continue to seek a donation where a donor requests that they stop;
- g) mislead a potential donor or allow a potential donor to be misled about ECFR's mission and/or the way the gift would be used by ECFR;
- h) use promotional material other than that approved by ECFR.

3.2 Managing vulnerability: ECFR fundraisers or third parties fundraising on its behalf will not engage any person at any time who they may reasonably conclude is, or may be, incapable of informed consent for any reason. These may include:

- a) incapacity due to illness or disability;
- b) age-related confusion;
- c) learning difficulties;

- d) language competence;
- e) financial competence;
- f) times of stress and/or anxiety;
- g) intoxication through drugs or alcohol;
- h) any other circumstances where capacity is reasonably in doubt.

